Government of Saskatchewan

Annual Report 2003-2004

Saskatchewan Apprenticeship and Trade Certification Commission

For the fiscal year ending June 30, 2004

Saskatchewan Centennial 2005

105-00538/

Saskatchewan Apprenticeship and Trade Certification Commission

Annual Report 2003-2004

Saskatchewan Apprenticeship and Trade Certification Commission

For the fiscal year ending
June 30, 2004

To obtain additional copies or to provide feedback, contact:

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton St
Regina SK S4P 3V7

Telephone: (306) 787-2209
Fax: (306) 787-5859

Information about the apprenticeship and trade certification program is available by calling our toll free number 1-877-363-0536, or by visiting our web site at www.saskapprenticeship.ca

Note:
In this document, the Saskatchewan Apprenticeship and Trade Certification Commission is also referred to as 'SATCC' or 'The Commission'.

Integrity Disclosure

Management is responsible for the existence of appropriate information systems, procedures and controls to ensure the information used internally and disclosed generally is complete and reliable.

Contents

Letters of Transmittal:

i. from the Minister of Saskatchewan Learning 5

ii. from the Commission Board Chairperson and Chief Executive Officer 7

Saskatchewan Apprenticeship and Trade Certification Program 9

2003-2004 Results at A Glance 10

Financial and Operating Highlights 2003-2004 11

Overview **13**

Who We Are and What We Do 14

SATCC Profile 15

SATCC Organizational Chart/Administration of the Commission 16

Governance 17

Commission Board of Directors 18

Message from the Commission Board Chairperson 19

Message from the Chief Executive Officer 20

Our 2003-2004 Annual Report 22

2003-2004 Fiscal Year Results **23**

2003-2004 Performance Results 24

Industry-Led 24

Quality Service 29

Corporate Performance 34

Statistical Profile 40

2003-2004 Financial Results 47

Management Report 47

Auditor's Report 49

Consolidated Financial Statements 51

Notes to Consolidated Financial Statements 55

Our Plan for 2004-2005 **61**

Commission Performance Plan for 2004-2005 62

Strategic Directions 62

Key Result Areas for 2004-2005 63

Budget Overview for 2004-2005 64

Risks 64

Conclusion 65

Industry Sectors and Designated Trades in Saskatchewan 66

Glossary 67

Saskatchewan Apprenticeship and Trade Certification Commission Offices 69

Saskatchewan

Apprenticeship and
Trade Certification
Commission

2140 Hamilton Street
Regina, Canada
S4P 3V7

(306) 787-2444
(306) 787-5105 Fax

June 30, 2004

The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor
Province of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4P 3V7

Your Honour:

I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission annual report for the year ending June 30, 2004. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999.*

Respectfully submitted,

Andrew Thomson
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission

Acid-free Paper

Saskatchewan

Apprenticeship and
Trade Certification
Commission

2140 Hamilton Street
Regina, Canada
S4P 3V7

(306) 787-2444
(306) 787-5105 Fax

June 30, 2004

Honourable Andrew Thomson
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission
Room 307, Legislative Building
REGINA SK S4S 0B3

Dear Minister Thomson:

We have the honour to present the annual report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2003 to June 30, 2004.

Respectfully submitted,

Paul McLellan
Chair of the Board

R.D. (Bob) Guthrie
Chief Executive Officer

Saskatchewan Apprenticeship and Trade Certification Program

Apprenticeship as a work-based system of training and certification, has a long and dignified tradition in Canada and around the world. Apprenticeship training has stood the test of time, evolving to meet the needs of an ever-changing labour market.

The work of apprentices and tradespeople is visible throughout the community. Skilled workers are essential to our high standard of living and contribute to our economic prosperity. They build and maintain our homes and communities; they keep our cars in proper running order, and they ensure that dining out is a safe and delectable experience!

Celebrating 60 Years of Industry-Led Training and Certification 1944-2004

Apprenticeship is a formal program of training and certification. The modern Saskatchewan apprenticeship program, a combination of on-the-job training reinforced with periods of technical theoretical training, was initiated in 1944. At that time, 13 trades were designated. Today, there are 49 designated apprenticeship trades in the province.

Historically, the skilled trades have been viewed as physically demanding and sometimes dangerous. With the advances in technology and global market integration, the trades today incorporate the latest technologies and production processes to meet the demands of a just-in-time society.

Technological changes have increased workplace efficiency and raised consumer expectations. To address the challenges brought about by this evolution in the market place, the apprenticeship system has: designated new trades and sub-trades; developed and maintained current industry standards for occupations, curricula and examinations; developed innovative and flexible training delivery systems, and broadened its partnerships in training and certification, provincially and nationally.

Apprenticeship and skilled trades training contribute to the development of a skilled labour force. As the demographics of Saskatchewan's population changes, the apprenticeship program is evolving to meet the needs of the changing labour force. Building that skilled labour force requires the commitment of industry (both business and labour), education and training institutions, governments, and labour market partners. The Commission provides a unique vehicle to advance the common interests of these partners with respect to a skilled and representative trades labour force.

2003-2004 Results At A Glance

- In Saskatchewan, there are 49 designated trades. Four of the trades require compulsory apprenticeship.
- On June 30, 2004, there were 5258 apprentices registered in the system: 4544 male and 714 female apprentices.
- 817 persons of Aboriginal ancestry were registered as apprentices during the year.
- Dedicated funding of $400,000 was used for Aboriginal apprenticeship initiatives.
- 60% of registered Saskatchewan apprentices live outside the major urban centres of Regina and Saskatoon.
- 2885 apprentices accessed technical training during 2003-2004.
- 6380 apprentices were registered and received services during the year.
- 164 individuals attended upgrading courses; 412 individuals attended updating and special courses addressing technological change and new processes.
- 1705 written journeyperson examinations and 376 practical examinations were conducted.
- The following certificates were issued in Saskatchewan between July 1, 2003 and June 30, 2004:

Journeyperson	1015
Proficiency	50
Completion of Apprenticeship	794
Learners	252
Apprentice Year Cards	3578

Key Results Areas	2003-2004 Goal	2003-04 Actual
Total Registered Apprentices at June 30	5300	5258
New Apprentices Registered	1450	1626
Apprentices in Technical Training	2700	2885
Upgraders/Updaters in Training	600	576
Allowance Claims Processed/Approved	2700 / 1900	3024 / 1621
Employer /Workplace Visits	2400	2897
Work Experience Assessments	11,100 (est.)	15,400 (est.)
Learning Disabled Assessments	50	53
Written Examinations (all types)	2000	1879
Practical Examinations	450	376
Journeyperson/Proficiency Certificates Issued	1025	1065
Industry Board/Committee Meetings	120	124
Trade Shows/Career Fairs	80	107
Revenue Generation	$803,400	$864,500

Financial Highlights of 2003-2004

Fees
In 2003-2004, the Commission received $742,758 in fees for tuition, apprenticeship registration, tradesperson applications and administrative services. This represents an increase of $49,258 over the previous year.

Funding from SPMC Contracts
The Commission has received funds as a result of an initiative involving companies awarded contracts administered by the Saskatchewan Property Management Corporation (SPMC). The initiative requires the contractor on some projects to contribute $.21 per hour for every hour worked by each employee working on the contract. The contractor may submit this amount to either the Construction Opportunities Development Council or to the Commission.

- In 2003-2004, the Commission received $34,445 as a result of this initiative. This represents an increase of $29,225 over the previous year. The source for a significant portion of this funding was the completion of the Regina Wascana Lake Excavation project.

Interest Revenue
Interest revenue of $ 50,584 exceeded 2002-2003 reported revenue by $37,383. This difference is partially the result of an insufficient accrual estimated for 2002-2003 of $11,000. More accurate information did not become available until November due to the change in the provincial accounting system. In addition, current year cash balances held were greater than the previous year as a result of grant funds received for collective agreement costs that have not been paid out. Funds were not expended for vacancies that occurred during the year and a new position that was not filled.

Salaries and Personnel Expenses
Salary costs of $2,380,175 in 2003-2004 exceeded the 2002-2003 costs by $153,853, but was under budget by $47,780. The additional costs in the current year resulted from full year expenses for positions filled in the previous year. The actual costs did not meet budget expectations primarily due to a new position budgeted for which was not filled.

Program Contractual Services (Training Costs)
In the 2003-2004 year, the commission's main training provider, SIAST experienced a strike which reduced the contracted training provided by approximately $200,000. However, upon final negotiation of the collective agreement, the savings from reduced training days was absorbed by the new collective agreement costs.

Amortization
2003-04 amortization includes the first time amortization of $50,705 for the Commission's portion of development costs related to the ICEMS project and the Commission's web site. The Commission undertook the development and implementation of a web site in 2003-04 and these development costs, which were originally budgeted for under contractual services, have been capitalized and amortized in the current year.

Budget Deficit versus Annual Surplus
The current year activity resulted in a surplus of $188,766, while the budget for the year indicated a deficit of ($211,630). The major factors contributing to the net change of $400,396 have been identified in the discussion above.

Overview

Who We Are and What We Do

The Saskatchewan Apprenticeship and Trade Certification Commission is an industry-led agency with a legislated mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and provide services to employers and tradespersons supporting certification based on those standards. Through the industry board structure and the *Apprenticeship and Trade Certification Act, 1999*, the Commission is accountable to the industry it serves and to the Government of Saskatchewan.

Our Vision

A skilled and representative trades workforce, industry trained and certified.

The Commission fulfills its mandate to develop and deliver a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons. The Commission uses its human, financial and capital resources in support of its vision, mandate and goals.

The apprenticeship system delivers a wide array of programs and services to employers and tradespersons. These include:

- journeyperson and apprentice certification
- career awareness
- designation of new trades
- industry occupational standards development
- curriculum and examination development
- apprentice and tradesperson registration and documentation
- apprentice/tradesperson assessments and counseling
- workplace assessments
- institutional training scheduling and purchase
- apprentice and tradesperson testing
- processing and payment of training allowances
- ensuring compliance with apprenticeship regulations.

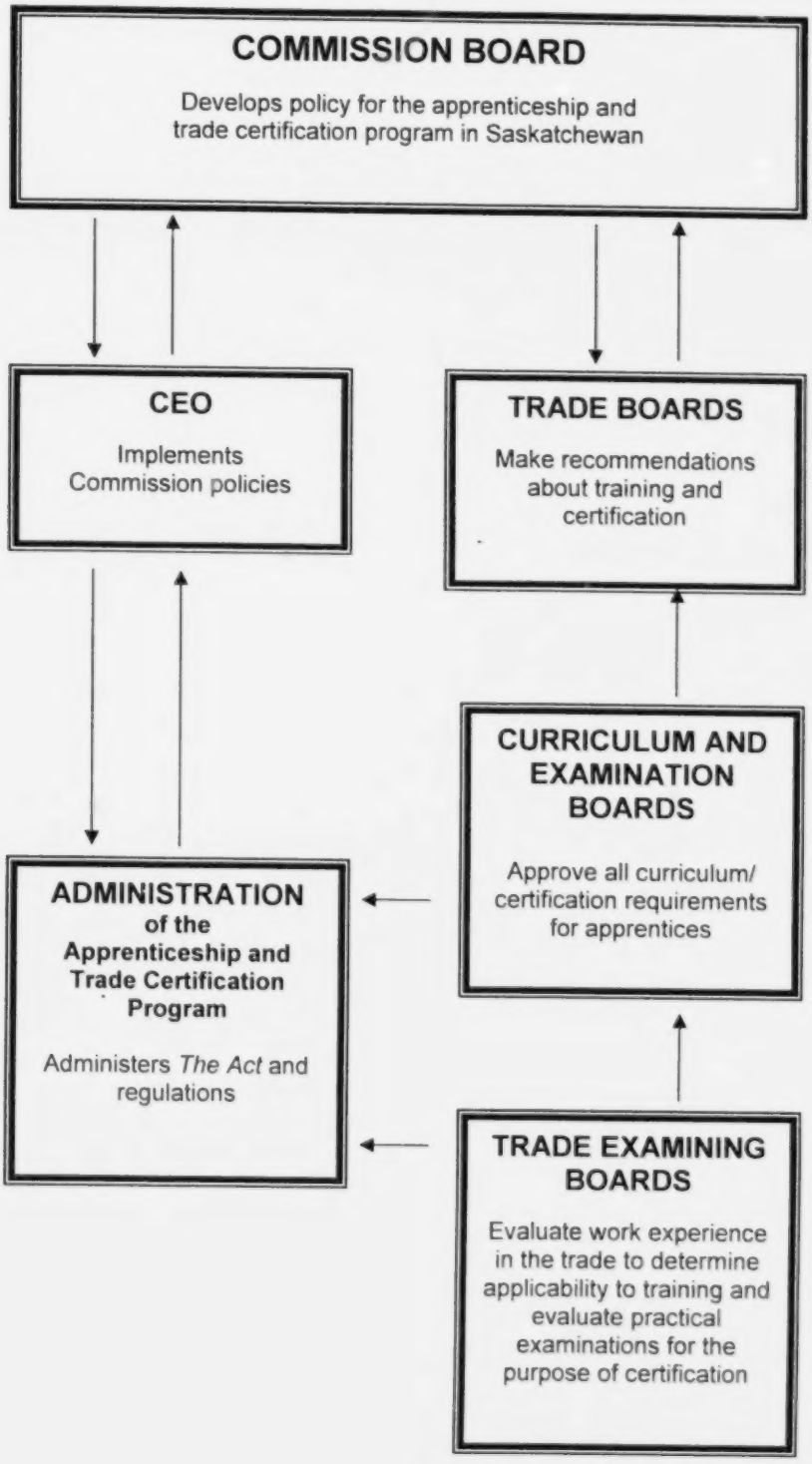
The Commission is guided by the following principles and values in its work internally, with partners and with its clients:

Industry-Focus: Apprenticeship employers and employees are the principal providers, clients and partners in apprenticeship, and as such have a leading role in the direction and governance of the apprenticeship system.
Collaboration: Partnerships and teamwork in an environment of trust and respect strengthen the apprenticeship system.
Responsiveness: Assistance and services are provided to industry, partners and clients in a pro-active, timely and effective manner.
Equity: Employers and individuals benefit from a diverse, broadly inclusive apprenticeship workforce, including the workforce of the Commission.
Transparency: Open, regular and clear communication is essential.
Accountability: The apprenticeship system is accountable to clients, industry and government to develop and maintain a skilled and certified trades workforce.

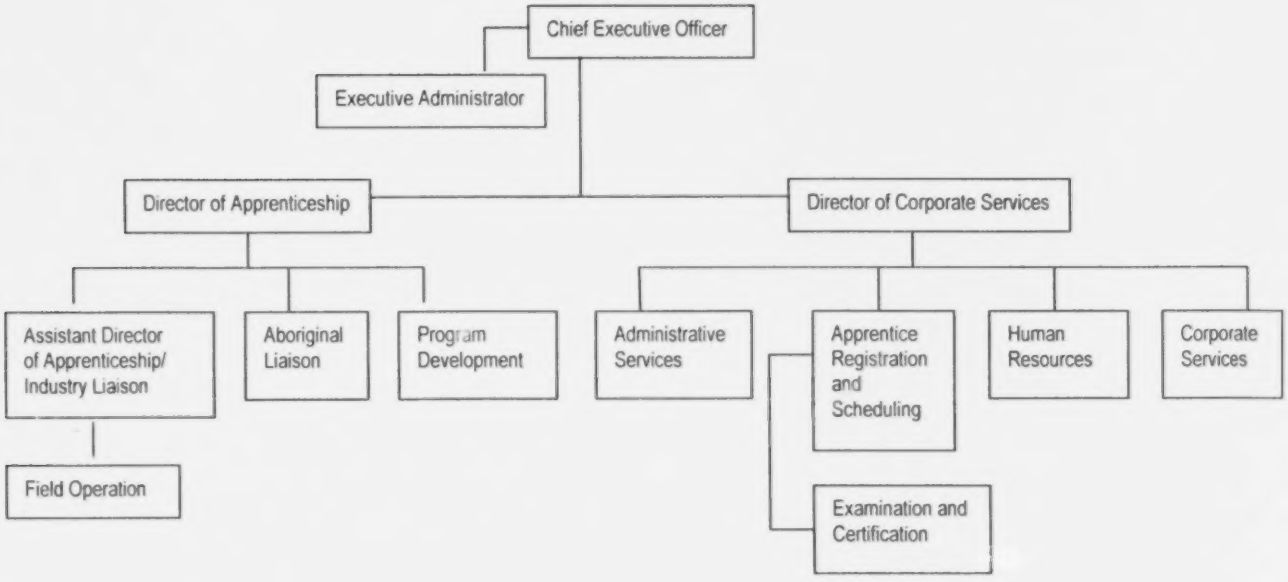
The Commission adds value to society by:

- ensuring standards are met;
- providing training and certification;
- supporting career development;
- increasing employability;
- increasing worker mobility; and
- enhancing public protection.

Saskatchewan Apprenticeship and Trade Certification Commission Profile


COMMISSION BOARD
Develops policy for the apprenticeship and trade certification program in Saskatchewan
CEO
Implements Commission policies
TRADE BOARDS
Make recommendations about training and certification
CURRICULUM AND EXAMINATION BOARDS
Approve all curriculum/ certification requirements for apprentices
ADMINISTRATION of the Apprenticeship and Trade Certification Program
Administers The Act and regulations
TRADE EXAMINING BOARDS
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification

Saskatchewan Apprenticeship and Trade Certification Commission
Organizational Chart – June 30, 2004



The Apprenticeship and Trade Certification Program

Administering *The Apprenticeship and Trade Certification Act, 1999* and regulations includes the following responsibilities and activities:

- Administrative support for registration and record keeping
- Assessment of work experience and prior learning
- Administrative support/facilitation of board activities
- Development of training schedule; implementation of training
- Development and administration of examinations
- Administration of certificates
- Monitoring of program and regulations through employer visitations
- Administration of apprentices' allowances for technical training
- Partnerships with various sectors of industry and government
- Development and implementation of provincial programming/ special initiatives
- Participation and leadership in apprenticeship activities through interprovincial initiatives
- Development and implementation of program promotion/awareness materials and campaigns
- Management of financial and human resource issues

Governance

Authority

Saskatchewan's *Apprenticeship and Trade Certification Act 1999* establishes the Commission as a Corporation and Agent of the Crown. A Board of twenty or fewer members is appointed by the Provincial Government. The majority of Board members are selected by industry, and equally represent employers and employees. The Commission Board also has representation from SIAST, the Provincial Government and equity groups. The Commission reports to a Minister of the Provincial Government who is responsible for the administration of *The Act*, usually the Minister of Learning.

The Apprenticeship and Trade Certification Act 1999 authorizes the Commission to manage the Apprenticeship and Trade Certification system.

Commission Board Responsibilities

The Commission:

- designates trades for apprenticeship training and certification;
- generates, retains and expends revenues;
- registers apprentices and journeypeople, monitoring their training and providing certification of skill levels achieved;
- determines and charges fees for products and services;
- enters into agreements for training delivery; and
- represents Saskatchewan on interprovincial initiatives.

The Act gives the Commission the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system to meet the needs of industry in a timely manner. *The Act* also ensures accountability to both industry and government.

Committees

The Commission Board implemented a committee structure to facilitate the work of the Board and develop recommendations for the Board's consideration in matters of policy and operations. The committees are:

- ***Executive Committee:*** Acts with the full powers of the Board in situations when it is not possible to hold a full Board meeting.
- ***Finance/Audit Committee:*** Assists the Board in exercising due diligence over the financial affairs of the Commission, including the annual audit.
- ***Standards Committee:*** Assists the Board as it considers issues related to standards of training, certification, examinations, curriculum and entrance requirements; and provides guidance to Trade Boards on standards related to those issues.
- ***Equity Committee:*** Promotes the development of policies and practices that support and facilitate the growth of an apprenticeship workforce representative of the population of Saskatchewan and demonstrates leadership through modeling a workforce representative of the population of Saskatchewan.

Commission Board Members as of June 30, 2004

Agriculture, Tourism and Service Sector	
Employees	*Marion Schultz*
Employers	*Clarence Neault*
Construction Sector	
Employees	*Kelvin Goebel*
	Garth Ivey
	Garry Kot
Employers	*Doug Christie*
	Paul McLellan
	Brent Waldo
Production and Maintenance Sector	
Employees	*Mervin Roncin*
Employers	*Allen E. Kotzer*
Motive Repair Sector	
Employees	*Tim Earing*
Employers	*Don Jones*
Persons with Disabilities/ Racialized Canadians/Working Poor	*Conrad Pura*
First Nations	*Guy Poncelet*
Métis	*Brett Vandale*
Northern Saskatchewan	*Stew Mayotte*
Women In Trades	*Marral Eberts*
SIAST	*Morris Onyskevitch*
Saskatchewan Learning	*Dr. Margaret Lipp*
	G. Wayne McElree

Commission Board Chairperson	*Paul McLellan*
Commission Board Vice-Chairperson	*Garth Ivey*

A Message from the Commission Board Chairperson

I am pleased to present the Saskatchewan Apprenticeship and Trade Certification Commission 2003-2004 Annual Report. The Commission is responsible for the administration, management and governance of the apprenticeship training and trade certification program in Saskatchewan.

The Commission Board of Directors is a dynamic group which is doing a great job of representing all the stakeholders in the Saskatchewan apprenticeship system. The majority of Board members represent industry and are chosen in equal numbers by employers and tradespersons. Also serving on the Board are representatives of the Provincial Government, equity-seeking groups and technical trainers. Last year, the initial terms of the twelve industry board members expired and the industry re-selected their representatives on the Board. A number of other Board members terms also expired.

I would like to thank our retiring Board members, Marla Benell, Keith Johns, Baraza Kilobi, Claude Marcotte, Geordy McCaffrey, Helmut Sieh and Danette Starr-Spaeth for their service and dedication to our program. I would like to welcome new Board members Doug Christie, Tim Earing, Kelvin Goebel, Clarence Neault, Guy Poncelet, Conrad Pura and Brett Vandale. I also extend my appreciation to the other returning Board members, Marral Eberts, Garth Ivey, Don Jones, Garry Kot, Allen Kotzer, Margaret Lipp, Stew Mayotte, Wayne McElree, Morris Onyskevitch, Mervin Roncin, Marion Schultz and Brent Waldo.

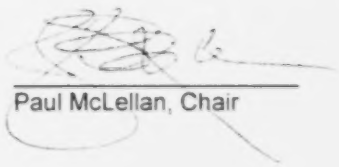
The past year has seen continuing strong demand from industry for skilled tradespersons in Saskatchewan. The number of new apprenticeship registrations increased again last year. The commitment of employers and apprentices to work-based training and certification is increasing, demonstrating a growing recognition of the importance of apprenticeship to the economic well-being of Saskatchewan. The Commission approved the designation of Construction Craft Labourer as the 49th apprenticeship trade in Saskatchewan.

Several industry groups are currently in discussion with Commission officials regarding the designation of additional new trades.

The new and returning Board members participated with all staff at a strategic planning session in February to renew the Commission's long term strategic plan. The new strategic plan confirms the fundamental goals and direction of the Commission and updates the objectives and key actions.

The Commission is positioned to meet the challenges of the years ahead. The Board will continue to work with its network of Trade Board members and other stakeholders to ensure that our organization meets the needs of employers and tradespersons and uses its resources effectively. Our efforts will be directed towards such key issues as portability and transferability of skills, improving the transition from school to careers in trades and technology occupations, promoting apprenticeship opportunities to the Aboriginal community and encouraging employers to look beyond traditional sources for their new skilled workers.

Last fall, we welcomed a new Minister, Andrew Thomson, who is the Minister within the Provincial Cabinet responsible for the Saskatchewan Apprenticeship and Trade Certification Commission. The industry-government partnership which was created several years ago remains on a solid footing and is working very effectively to advance the apprenticeship program in Saskatchewan. Industry and government, working together with the other apprenticeship stakeholders, have achieved another successful year of operations. The report which follows summarizes our activities in 2003-04, captures our successes and points out the challenges ahead. I trust you will find the report interesting and informative.



Paul McLellan, Chair

A Message from the Chief Executive Officer

The annual report presented here sets out the Saskatchewan Apprenticeship and Trade Certification Commission results for the year ended June 30, 2004. This report provides the reader with a summary of the Commission's operations and financial activities for the past year.

The Commission is accountable to the employers and tradespersons who participate in apprenticeship training and certification and to the Government of Saskatchewan, which provides substantial funding for its operations. This report represents a significant accounting of the organization's activities to the major apprenticeship stakeholders.

In 2002 the Commission introduced extensive new client fees as part of a long-term revenue generation plan. Implementation of the new fee structure continued smoothly last year. Revenue from the new fees met expectations in each of the first two years, and enabled the Commission to improve its service to clients. The Commission met the need for apprenticeship technical training and increased investment significantly in the provision of services that support the work-based component of apprenticeship training and certification. By reducing expenditures and exceeding revenue goals, the Commission turned a projected deficit for the year into a modest surplus.

The Commission continued to promote a representative apprenticeship workforce in Saskatchewan. The need to look beyond traditional sources of skilled trades workers is growing. We made notable strides by increasing the number of apprentices of Aboriginal ancestry to 817 or 12.8% of the total apprenticeship workforce. We also participate in a broader provincial strategy of Aboriginal inclusion. The number of women apprentices also increased, although most apprenticeship trades continue to be predominantly male occupations. The Commission remains an exemplary employer with respect to employment equity objectives.

Last year the Commission developed and launched a new web-site, which is proving to be a popular and valuable tool for communicating with clients and the public. It is especially valuable in promoting apprenticeship opportunities to young people, who are accustomed to using this information technology.

In April, 2004 we celebrated the 60th anniversary of apprenticeship in Saskatchewan. This anniversary provided another opportunity to highlight the great opportunities for meaningful and rewarding work in trades and technology careers. Last year 1065 Saskatchewan men and women received their journeyperson or proficiency certification. The large majority of these individuals received their Red Seal endorsement, ensuring that their work experience and credentials will be recognized across Canada.

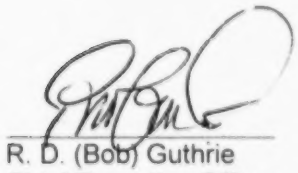
The staff of the Commission deserves recognition and credit for their dedication to the apprenticeship program. Collectively, their efforts have contributed to another successful year of operations. I also wish to thank the members of the Commission Board of Directors and acknowledge the contribution of the Trade Board members, Curriculum and Exam Development Board and Trade Examining Board members.

In the year ahead, the Commission will undertake several significant new

initiatives. These include: youth apprenticeship initiatives to promote trades careers to young people and their career influencers; pilot additional apprenticeship technical training delivery in rural and Northern Saskatchewan to better meet the needs of employers and apprentices; and implement a new apprenticeship entrance assessment regime that will eliminate the reliance on Grade levels for admission to apprenticeship. These initiatives are intended to support the Commission's priorities and long term goals.

Additional information about Saskatchewan's apprenticeship and trade certification program is available on the Commission's new web-site at www.saskapprenticeship.ca .

Saskatchewan's industry-led partnership with business, labour, government, equity groups and trainers is unique. It ensures that our system is responsive and accountable. I look forward to another year of successful collaboration among all the partners to further advance apprenticeship training and certification in Saskatchewan.



R. D. (Bob) Guthrie
Chief Executive Officer

Our 2003-2004 Annual Report

The Apprenticeship and Trade Certification Commission was established to ensure the apprenticeship system effectively meets industry needs and to contribute to the economic and social development of the province. It features industry-led governance and revenue-generating authority to assist business and labour to ensure that program services and training are as effective as possible within resources available.

The Saskatchewan Apprenticeship and Trade Certification Commission's 2003-2004 Annual Report serves two purposes:

i) to report the Commission's accomplishments for 2003-2004, and

ii) to summarize our performance plan and strategic direction for 2004-2005.

The reporting period for the Saskatchewan Apprenticeship and Trade Certification Commission is from July 1, 2003 to June 30, 2004.

The 2003-2004 Annual Report is organized according to the goals outlined in SATCC's Strategic Plan 2004-2009:

1. ***Industry-led***: Industry provides effective leadership in the apprenticeship system.
2. ***Quality Service***: The Commission establishes and maintains standards to meet the needs of employers, employees and public; and provides quality programs and services.
3. ***Corporate Performance***: The Commission is an effective and accountable organization.

Demand for apprenticeship training and trade certification was relatively stable last year, following the introduction of tuition fees and a variety of other new charges in the previous year. Increased employer awareness of the value of work-based training and certification has continued to generate demand for apprenticeship services, in the form of applications for the designation of new trades and registration of an increased number of new apprentices. In the medium to longer term, the retirement of older tradespersons will increase demand for apprenticeship services.

Saskatchewan maintains high customer service levels, particularly in such areas as assessment of trade experience, program development, individual counselling of apprentices and tradespersons and registration of apprentices in training. Additional revenue from increased tuition and tradesperson registration fees enables the Commission to meet the higher customer service expectations.

The Commission is continuing to concentrate on strengthening the delivery of services that support the workplace training component of apprenticeship. It will maintain its commitment to and support of apprenticeship technical training, while improving its services and support to on-the-job training.

Key Initiatives for 2003-2004

All new and ongoing initiatives are important to the Commission in terms of its operations and the allocation of staff and financial resources. The initiatives with the highest priority in 2003-2004 were:

a) Apprenticeship Web Site

A new apprenticeship web-site was launched in April 2004. The development of web site materials will be continued and existing material maintained.

b) Saskatchewan Computerized Examination Management System Phase II (SCEMS)

The Commission develops and maintains over 150 examinations in addition to Interprovincial "Red Seal" examinations. SCEMS uses commercially available software to facilitate the development, revision, maintenance and scoring of item banks and examinations for all in-province testing. The software, data and in-house procedures manuals will be updated in 2004-2005.

c) Apprenticeship 60th Anniversary Celebration

April 1, 2004 was the 60th anniversary of the apprenticeship and trade certification program in Saskatchewan. The Commission took the opportunity throughout the year to promote 60 years of skill development in the trades to all its stakeholder audiences and the public.

2003-2004 Fiscal Year Results

This section of the Saskatchewan Apprenticeship and Trade Certification Commission's Annual Report for 2003-2004 articulates the Commission's strategic direction and the results of its operation for the year ending June 30, 2004. This information should be read in conjunction with the audited consolidated financial statements and the accompanying notes to the financial statements contained in this annual report.

A. 2003-2004 Performance Results *p. 24*

B. 2003-2004 Financial Results *p. 47*

Did you know...

Journeyperson certification in Saskatchewan requires individuals to have a broad and in-depth range of work experience and to have successfully passed an examination. Criteria for the work experience and the development of examinations are based on standards developed and continually validated by industry.

2003-2004 Performance Results

I. Industry-Led:

Industry provides effective leadership in the apprenticeship system

---

The Commission was created in 1999 to provide industry with a more effective vehicle to lead and manage the apprenticeship program in Saskatchewan. The majority of Commission board members are selected by industry to represent the employers and employees who participate in apprenticeship training and certification. An active board governance culture has developed and continues to strengthen. The program responds to the needs of employers and employees as articulated by the Trade Boards and determined by the Commission Board.

The activities identified under the objectives of Goal 1, and the expenditures associated with these activities, result in a high level of industry participation and leadership in Saskatchewan's apprenticeship program. To the extent that apprenticeship is, or is seen to be, controlled by government or other interests, industry's investment and support for the program may be at risk. In order to maintain industry's investment in apprenticeship and support for work-based training in general, it is critical that industry, through its Boards, maintains ownership of the program. This is designed to ensure that the apprenticeship system responds to industry's training and certification needs.

1. Ensure Trade Boards, CEDBs and TEBs are representative and active

Each year the Commission renews the appointments to about one-third of its 49 Trade Boards. Nominations are solicited from industry organizations, employers and individuals. A sub-committee of the Commission Board reviews the nominations and recommends individuals for appointment based on a balance of representation from employers and employees, geographic distribution, industry sub-sectors, business size and other considerations.

- Last year, members were recruited and selected for 15 Trade Boards, with a total membership of 78 persons.
- In addition, the Commission filled vacancies on all Trade Boards, Curriculum and Exam Development Boards (CEDB) and Trade Examining Boards (TEB).
- During the year, 26 vacancies on the various Boards were filled.

Boards continue to be active in updating and approving curriculum, and revising examinations. Interprovincial Computerized Examination Management System (ICEMS) computer-generated exams from the national system, and the expanded schedule of national occupational analyses review require considerable board member and Commission staff resources to ensure Saskatchewan's needs are met.

- Trade Boards and Curriculum and Examination Development Boards met 124 times during 2003-2004 compared to 134 times in 2002–2003.

2. Achieve significant progress towards representative participation in the apprenticeship sector

The Commission is working to improve access and success in apprenticeship for members of the equity groups.

From July 1, 2003 to June 30, 2004, 1920 apprentices from equity seeking groups were registered to participate in the apprenticeship training system:

- 817 Aboriginal persons;
- 58 persons of visible minority;
- 132 individuals with disabilities; and
- 913 women (257 are in predominantly male occupations).

Members of underrepresented groups participating in the apprenticeship system represent approximately 29.5% of apprentices served:

- women 14% (72% of these women are in the cook and cosmetology trades, and 28% in predominantly male occupations);
- members of visible minorities .08%;
- people with disabilities 2%; and
- people of Aboriginal descent 12.8%.

Saskatchewan Apprentice Registrations of Underrepresented Groups 1999-2000 to 2003-2004

Year	Total Number of Equity Members	Women	Women in Predominantly Male Occupations	Aboriginal People	Visible Minority	People with Disabilities
2000	1117	951	227	229	7	19
2001	1439	1001	248	386	12	40
2002	1909	1074	291	479	19	46
2003	1775	1119	336	567	37	52
2004	1920	913	257	817	58	132

* Numbers represent apprentices active in the system between July 1, 2003 and June 30, 2004.

Aboriginal Initiatives

The Saskatchewan Apprenticeship and Trade Certification Commission has provided special funding for projects that will increase Aboriginal participation in the trades and apprenticeship training.

This emphasis has increased the number of Aboriginal people registered in the apprenticeship system from 386 in April 2001 to 817 in June 2004.

- During 2001-2002, 79 new Aboriginal apprentices were registered in apprenticeship pilot project initiatives.
- During 2002-2003, 60 new Aboriginal apprentices were registered in the apprenticeship program.
- During 2003-2004, 190 Aboriginal apprentices were registered in the apprenticeship program including 60 under the Métis project.

Labour Force/Demographic Shift

Last year the Commission continued to promote its representative workforce strategy to encourage employers to hire Aboriginal people, youth, women, people with disabilities and members of visible minorities. The Board approved an updated staff Employment Equity Plan.

Saskatchewan Apprenticeship and Trade Certification Commission Staff
Employment Equity Workforce Analysis
Designated Groups in All Positions as of June 30, 2004

	Total Employees	Persons of Aboriginal Ancestry	Persons with Disabilities	Members of Visible Minority Groups	Total Management Positions	Women in Management	Women in Non-Traditional Occupations
Period ending December 31, 2000	43	4 (9.3%)	4 (9.3%)		4	1 (25%)	0 (0%)
Period ending December 31, 2001	39	5 (17.8%)	4 (10.3%)	1 (2.6%)	3	1 (33.3%)	1 (7.7%)
Period ending December 31, 2002	46	10 (21.7%)	6 (13.0%)	2 (4.3%)	2	1 (50%)	3 (20%)
Period ending June 30, 2004	56	6 (10.7%)	2 (3.6%)	1 (1.8%)	3	2 (67%)	5 (37%)
Saskatchewan Demographics		12.8%	9.7%	2.8% (a)		45%	45%

(a) Regina-5.4%, Saskatoon-5.2%

3. Strengthen the industry training culture

In 2003-04 the Commission deployed its increased human and financial resources in a continued effort to strengthen the industry training culture. Despite vacancies and delays in hiring new staff, the Commission was able to maintain its support for the on-the-job component of apprenticeship.

The increased staff related expenditures supported additional:

- Service to Trade Boards;
- Field visits to employers, apprentices and supervising journeypersons;
- Curriculum and Examination Development Boards and Trade Examining Board activity related to the development and updating of occupational, curriculum and examination standards.

New Designations

The Commission met with industry group applicants requesting designation for the outdoor power equipment industry, the residential home building industry and the retail meat cutter industry. Based on industry input, the Board designated Construction Craft Labourer as a trade and Scaffolder as a sub-trade of the Carpenter trade.

Human Resource Plans

Individual trade Human Resource Development Plans are designed to meet the requirements of the regulations and the Commission Board of Director's Standards Committee. During 2002-2003, plans were completed for all trades and reviewed by industry at the annual trade board meetings.

- In 2003-2004, 100% of the Human Resource Plans were revised.

Saskatchewan Computerized Examination Management System (SCEMS)

SCEMS, the Saskatchewan Computerized Examination Management System, is a project to computerize examination development, generation and statistics gathering. The project, phased in over the past several years, has also upgraded scoring, marking and candidate results.

- The original project is now complete.
- All SATCC and Red Seal examinations have been entered into the new system.
- Complete analysis of items and examinations is operational.
- The enhanced scoring capability has reduced turn-around time for candidate results significantly.
- Recently, a new project has been approved that will upload statistical information to the national item bank system, for use in item analysis of interprovincial examinations and information for Statistics Canada. This project will be completed within 2004 – 2005.

Interprovincial Computerized Examination Management System (ICEMS)

SATCC has played a major leadership role since the inception of the ICEMS project to nationally computerize interprovincial examinations and candidate information. This major project, which includes every jurisdiction and the federal government, has involved contributions from jurisdictional governments, institutions, and subject matter experts from across Canada. The project has revolved around the development of examination generation software of a unique type, bilingual at all times and fully web-based.

Additional components include the development of item banks and related technical requirements for all 45 "Red Seal" trades. Saskatchewan program development officers have participated in several developmental exercises during 2003-2004, and currently act as "hosts" to four national trades.

Highlights include:

- the full activation of banks in the Partsperson trade and the Mobile Crane trade, the first banks in Canada to be activated under the latest process; and
- a national workshop to develop the new Partsperson Occupational Analysis, which was held in Saskatoon in June and included participants from across Canada.

The Commission is contracted, on behalf of all the provinces, territories and the Federal Government, to provide financial administration services for the disbursement of payments related to the development and operation of ICEMS.

Apprenticeship is a partnership of industry (both employers and employees), government, education and training institutions.

- *The Apprenticeship and Trade Certification Act 1999* was proclaimed on October 1, 1999 and the Saskatchewan Apprenticeship and Trade Certification Commission was created.
- Saskatchewan's Apprenticeship and Trade Certification Commission is an innovative public and private sector partnership.

Industry plays a primary role in the delivery of the apprenticeship program.

- Employers hire and register apprentices, and provide journeyperson supervision to apprentices.
- Apprentices spend approximately 80% of their training time working on the job, learning the knowledge and skills of the trade from a certified journeyperson.
- 44 Trade Boards (233 members) are in place to assist the Commission in administering the apprenticeship and trade certification program in Saskatchewan. Current boards include Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards.

Program Development

Working directly with industry partners, four Program Development Officers (PDO) and one manager are responsible for curriculum and program development.

Program development work includes:

- developing national and provincial occupational analyses;
- developing apprenticeship training standards and outcomes;
- responding to trade specific concerns raised by industry;
- hosting responsibilities for four national Red Seal trades;
- developing and maintaining a wide range of informational and program pamphlets and materials;
- developing all the certification and awareness examinations used in Saskatchewan;
- developing Human Resource plans for all trades; and
- facilitating annual trade board meetings, and on-going trade board and curriculum development board meetings.

The Commission's Program Development section was instrumental in involving industry leaders and subject matter experts in a variety of activities.

- Every trade board had the opportunity to meet in this fiscal year and some chose to meet more than once.
- CEDB activities ensured that higher standards of training program content and relevance were achieved, and placement and certification examinations continue to be upgraded at an advanced rate.
- The section also provided substantial input into Canada's Interprovincial "Red Seal" program by reviewing national examinations, occupational analysis, providing training to other jurisdiction's staff and generally ensuring that national products meet Saskatchewan standards and obligations.

Program Development Activity	2003-2004	2002-2003
Examinations Reviewed/Implemented		
Interprovincial (IP)	34	28
Provincial Journeyperson	8	7
Level/Placement	13	17
Entrance	0	3
Practical	4	6
Diagnostic	1	6
Examination Information Letters	200	73
Examination Appeals Reviewed	44	48
Pamphlets Developed		
Apprenticeship On-the-Job	7	7
Pamphlets Revised		
Apprenticeship Program	7	24
Upgrader program	3	3
Trade Specific	48	10
Boards		
Trade Board/Curriculum and Examination Development Board Meetings	124	134
Trade Board Human Resource Plans developed	45	44
Form 6A	61	0

II. Quality Service:

The Commission maintains standards to meet the needs of employers, workers and the public; and provides a quality program and services

---

In 2003-2004, the Commission provided quality services to employers, workers and the public. The achievement of overall quality service is measured by the results reported in Goal 2 and in the section on program statistics.

Much of the Commission's emphasis in the past year has been placed on strengthening the industry training culture. The maintenance of these improvements and further gains are closely related to the Commission's ability to continue to allocate adequate financial resources to these priorities.

The cost of technical training, which presently accounts for over two-thirds of Commission expenditures, represents the largest risk to the maintenance and improvement of quality service. The Commission does not limit the enrolment in apprenticeship training. Its role is to register and support the contract of apprenticeship between employers and workers, as well as to assess, examine and certify experienced tradespersons.

The costs of technical training may increase due to price increases from the technical trainers, an increase in the number of registered apprentices, an increase in the number of designated trades or an increase in the length of the technical training periods. These factors may act individually or in combination to increase the demand for technical training funds, and strain the Commission's ability to provide the other essential services that support apprenticeship training and certification.

1. Provide employers and employees with high quality and timely program development, training, income support and certification services

As of June 30, 2004 there are 5258 apprentices (male: 4544; female: 714) registered in 49 designated trades. This is an increase of 150 apprentices (3%) over the last year.

Technical training was provided for 2885 apprentices in 2003-2004, compared with 2811 apprentices the previous year.

The distribution of apprentices by level for 2003-2004 is as follows:
- first year: 826 apprentices;
- second year: 787 apprentices;
- third year: 676 apprentices; and
- fourth year: 596 apprentices.

164 individuals attended upgrading courses; 412 individuals attended updating and special courses addressing technological change and new processes.

Allowances

Two types of allowances are available to employment insurance (EI) eligible apprentices while they attend technical training courses. Apprentices who live away from home while attending technical training are eligible for a "living away from home allowance". Apprentices who are not eligible for employment insurance, but who had an EI claim in the past three years, are eligible for a "living allowance" and the "living away from home allowance" if applicable.

- During the 2003-2004 academic year, 1621 apprentices received allowances totalling $1.3 million.

Trade Time/Work Experience Assessments

Primary training for the trades takes place at the work place. Employers provide detailed information on the work that individuals perform at the work place and submit documents for assessment. Commission staff evaluate this work experience ensuring industry standards are met by individuals and apprentices.

- The Commission completed an estimated 15,400 trade time assessments in the past year.

Client Services

During this reporting year, the Commission provided service to 6380 apprentices in the various sectors:

- Agriculture, Tourism and Service 907
- Construction 2748
- Production and Maintenance 1536
- Motive Repair 1189

Information Technology (IT) Services

- Participation with other Business Area Representatives continued with a focus on: Strategic Information Technology/Information Management (IT/IM) Resource Planning; Business/Conceptual Modeling; Application Development/Mini Projects; Application Maintenance; Data Quality; and Executive/Ad hoc Reporting.

- The Integrated Income Support System (IISS) component of One Client Service Program (OCSP) was implemented as scheduled on January 5, 2004. Participation continues with regression testing as additional modules are implemented.

- New hardware purchased and replacements of existing equipment:
  a) 8 lap top computers, 10 CPUs, and a scanner for the Saskatoon office were replaced
  b) 3 printers, 2 label printers, 3 monitors, and a memory stick for multimedia CPU were purchased
  c) Opscan maintenance agreement

- Software upgrades were purchased for ID Works and CorelDraw Suite

Alternate Training Delivery Methods: Training Innovation and Responsiveness

The Commission strives to meet the varying needs of industry, balancing flexibility of program delivery with the capacity to deliver high quality programs. The Commission encourages innovative and flexible delivery of apprenticeship technical training.

- Cook apprentices had the option of attending training at three locations: Moose Jaw, Regina, and Saskatoon. Technical training is offered in an 8-week block in Moose Jaw. The day release method of attending one day a week over 40 weeks is offered in Regina and Saskatoon.

- Carpenter training was delivered in Moose Jaw, Regina, Saskatoon, Prince Albert, and La Ronge.

- Crane and Hoist Operator apprenticeship technical training is delivered through a combination of distance delivery and five weekends of classroom training. Upgrading courses for boom truck operators were delivered in Saskatoon, Lloydminster and Regina.

- The Saskatchewan Indian Institute of Technologies (SIIT) delivered technical training for level one carpenters in Saskatoon and Regina.

- SIAST Palliser Campus delivered carpenter training for level two apprentices on the Construction Careers Regina site, and in Saskatoon for the Construction Careers Saskatoon Project.

- To accommodate the demand for training, an extended day format was used to train apprentices in the machinist, welder and steel fabricator trades. This training commences in the afternoon and runs until early evening.

- Technical training for roofer apprentices continues to be delivered at the workplace and monitored by an instructor from SIAST Woodland Campus. The instructor is accessible to apprentices by telephone for guidance throughout the training. Competency examinations are administered to the apprentices at the workplace as training progresses.

- SED Systems, Saskatoon, became the deliverer of technical training for the electronic assembler trade in 2003-2004. Training is delivered in one week blocks. Apprentices attend training three times during the year, at their employer's convenience to complete the level of training.

- Level one partsperson training was delivered at the work site through computer links for the first time. Five apprentices were trained through this program.

- This year there were sufficient numbers of apprentices registered for level one training in the Insulator trade, to deliver the class in Regina, Saskatchewan. In recent years, apprentices have attended training in Alberta.

- During the 2003-2004 technical training term, the SaskPower Training and Development Centre, in conjunction with the Power Lineperson Trade Board and Curriculum Board, developed an on-line computer course for level three apprentices. This on-line training is unique, in that it recognizes the importance of the task. Apprentices are required to complete the technical material on-line and their employers are required to 'check off' each of the tasks or skill competencies. Eight apprentices and their employers were involved in the pilot. The pilot was successful and this style of delivery will be implemented for all level three apprentices in the coming year. Levels one and two are also delivered in this format.

High School to Apprenticeship

High schools continue to utilize curriculum approved for credit in the apprenticeship system. High school learners who successfully complete a trade specific 10, 20, 30 practical and applied arts program receive trade time credits and may be exempted from a level of technical training.

Pre-Trades Courses

Pre-trades programs are approved by the Commission and delivered by the training institution at the request of local industry. Graduates receive level one technical training exemption, work experience credits and access to employment as apprentices.

- Pre-Trades Plumber and Steamfitter-Pipefitter:
  11 students were enrolled in 2003-2004
  11 students were enrolled in 2002-2003.
- Pre-Trades Industrial Mechanic (Millwright):
  The program was approved in October 2003. 12 students enrolled in 2003-04.
- A Pre-Trades Carpenter program was approved in June 2004 for delivery starting in September 2004.

National Initiatives

Saskatchewan continues to play a major role with the development of *Interprovincial Computerized Examination Management System (ICEMS)* by chairing the ICEMS working group. While ICEMS became operational in late 2003, the work group continues to play a role in monitoring the development of examination banks and the introduction of new technology and software enhancements.

Saskatchewan also contributes a leadership role within *the Canadian Council of Directors of Apprenticeship (CCDA)* and the *Interprovincial Standards and Examination Committee (ISEC)* and their associated subcommittees. Saskatchewan's profile helps to ensure that national programming and products meet our high standards and address our needs.

The Commission is contracted to provide financial administration services for the disbursement of payments related to the development and operation of ICEMS.

2. Ensure employers and employees comply with *The Apprenticeship and Trade Certification Act, 1999* and regulations

Field Consultant Client Services

Field Consultants provide varied and essential services to the Commission. Responsibilities range from promotion and counselling apprentices and employers, to ensuring that the dictates of *The Act* and regulations are met.

- There are currently 14 field consultants located in nine centres throughout the province.

i. Work Site Evaluation/Appraisal

As specified in *The Apprenticeship and Trade Certification Act 1999,* field consultants approach businesses and work sites to consult with employers, apprentices and workers on all aspects of apprenticeship training and trade certification for their trade(s). These consultations may include:

- reviewing the workplace component of apprenticeship training;
- preparing training plans, monitoring apprentice progress, and addressing any individual training issues;
- identifying issues related to offering apprenticeship training or challenging certification examinations;
- ensuring legislative requirements are met; and
- discussing human resource planning and training needs with employers.

Work site evaluations/appraisals require an internal administrative process to be considered complete.

- 2897 work site evaluations/ appraisals were completed during 2003-2004, compared to the 2270 work site evaluations/appraisals completed in 2002-2003.

ii. Apprentice Registration

Field consultants are available to provide orientation to approximately 3000 apprentices attending technical training at SIAST Campuses. During this orientation time, the consultants also provide assistance in assessing allowances and trade time.

iii. Promotion and Marketing

Field consultants and Commission staff participated in 107 high school career fairs, industry trade shows, and public information sessions across the province this past year. Eight career fair and trade show opportunities were not attended during the provincial election period in October and November 2003.

3. Achieve equitable and sustainable funding

The Commission's principal sources of revenue are a grant from the Provincial Government and client fees.

The Provincial Government grant increased by 1.8% over the previous year. This grant was comparable to the amount received by other institutions in the post-secondary education and training sector.

Revenue from client fees and other sources of revenue generation was $865,000. This figure is $54,000 above budget. The Commission generated 8.1% of its revenue from its own sources, and is on track to exceed its five-year revenue generation goal of raising 10% of its revenue from sources other than the Provincial Government grant. Next year, an increase in client fees will move the Commission well above its 10% revenue generation goal, and will do so one year ahead of schedule.

III. Corporate Performance:

The Commission is an effective and accountable organization

In 2003-2004, the Commission provided a positive work environment, performed effectively as an organization, and was accountable to both industry and government.

The accountability to industry is achieved through the governance structure of the Board, as well as the Chief Executive Officer being hired by, and reporting directly to, the Board.

The accountability to government is achieved through a variety of measures, including The Apprenticeship and Trade Certification Act, 1999, related regulations, Ministerial approval of the annual business plan and budget and tabling of the annual report. The staff of the Commission are employees of executive government and the Commission is subject to the public sector integrated accountability framework.

The Commission operated within its available resources and met its statutory requirements. It maintained quality service and effectively supported industry's leadership of the apprenticeship training and certification program.

1. Maintain a work environment that will adequately support the functions of the organization

A. Work Environment and Employee Satisfaction

SATCC provides a positive work environment for its employees. In 2003, the Saskatchewan Public Service Commission hired HayGroup Consultants to survey all public sector employees, including the staff of the Apprenticeship and Trade Certification Commission. The purpose of the survey was to identify strengths and areas for improvement; identify issues important to employee retention and development; benchmark employee opinion using an external comparison, and provide a baseline for human resources planning.

On twelve comparative factors related to indicators such as employee satisfaction, leadership and direction, organizational values, enabling environment, the Commission scored an average of 13.6% higher than the Saskatchewan Public Service as a whole. A variance of +/- 7% is considered significant.

B. Administration

Regulations Revised

The Apprenticeship and Trade Certification Act, 1999 established regulatory authority for both government and the Commission for apprenticeship training and trade certification. The task of separating the old regulations into new areas of regulatory authority for the government and for the Commission was completed in 2003. These regulations were approved by government and by the Commission Board in September 2003.

Administrative Independence

The Commission receives some administrative support service from Saskatchewan Learning under the terms of a three-year shared services agreement. The most support is received for information technology services, with some support received for human resources management and financial services. A new shared services agreement was signed last year, providing on-going support and identifying the goal of further progress towards administrative independence.

Beginning last year, the Commission allocated $335,000 to provide services formerly provided and paid for by the Department. In most cases, the Commission has been able to enhance rather than simply replace the service it receives as it assumes responsibility for the service area.

Human Resource Highlights	2003-2004	2002-2003
Staffing	• 22 staffing actions occurred: 6 permanent/ permanent part-time and 16 term staffing actions	• 22 staffing actions occurred: 12 permanent/ permanent part-time and ten term staffing actions • 11 of the 12 permanent/ permanent part-time positions were posted with preference for employment equity group members; ten of the staff hired are from employment equity groups • Six of the ten term positions were posted with a preference for employment equity group members; five of the staff hired are from employment equity groups
Investment in Training	• Approximately 45 employees accessed training between July 1, 2003 and June 30, 2004 • 158 training days were used • $41,166 00 was spent on training • Areas of training included Aboriginal awareness, personal/ professional development, technology, harassment awareness, and Freedom of Information and Protection of Privacy policies.	• 42 employees accessed training between July 1, 2002 and June 30, 2003 • 142.5 training days were used • $34,400.00 was spent on training • Areas of training included equity education and awareness, communication, management/ leadership, personal/professional development, and technology.

C. Accountability to Industry

The Commission Board and trade boards provide direction to the Commission administration and to the apprenticeship and trade certification program. The Commission Board and the trade boards ensure that current industry standards, both occupational and in terms of curriculum and examination, are in place to meet the needs of the market place.

Trade boards and curriculum and examination development boards (CEDB) provide guidance and subject matter expertise in the furthering of trade activities. Members make recommendations directly to program development staff, or through scheduled meetings. The Commission Board evaluates trade board and CEDB recommendations and provides direction to the administration of the Apprenticeship and Trade Certification Commission. The administration then acts on the Commission Board directions.

Trade board membership consists of equal numbers of employer and employee representatives. These industry representatives participate directly in nominating Commission Board members. The Commission Board also includes training deliverer and government representatives, as well as representatives from groups under-represented in the apprenticeship labour force.

- Trade Boards and CEDBs met 124 times this year.
- During 2003-2004, 21 curriculum changes were requested and approved; 19 changes were requested and approved in 2002-2003.

D. Accountability to Government

Integrated Accountability Framework

The Commission is making progress towards aligning its planning, performance measurement and reporting with the standards of the Provincial integrated accountability framework.

Saskatchewan Learning Sector Plan

The Commission participates fully in Learning sector planning, performance measurement and reporting. As one of the post-secondary education and training institutions, it has responsibility for apprenticeship training and certification, a key element of the learning sector.

Recognizing Prior Learning (RPL)

The Commission with other post-secondary partners and the Saskatchewan Labour Force Development Board (SLFDB) maintained their information on Recognizing Prior Learning (RPL), including a description of the process available for individuals applying for credit and advance standing.

In addition the Commission with other post-secondary institutions developed a project paper for the establishment of SaskCAT that was approved in the spring of 2004. This fall the post-secondary institutes will develop a web site that will contain current information on credit transfer for courses taken at post-secondary institutions.

2. Market and promote apprenticeship to partners and clients

As a result of a key messaging session in the spring of 2003, the Commission's marketing and promotional activities during 2003-2004 focused on youth, Aboriginal initiatives and employers. Key messages to youth highlight the fact that skilled careers offer well paid work, job mobility and job satisfaction; apprenticeship opens doors to many opportunities, and that you earn as you learn.

Key messaging to employers seeks to encourage an industry training culture. The majority of an apprentice's training is in the workplace. An employer's commitment to training and skills development ultimately benefits the business through better qualified and more highly motivated workers, quality work and a positive work attitude. Employers create skilled career opportunities for youth and lay the foundation for a future workforce. These messages become part of the discussions that take place during employer visits and face-to-face communications.

A new apprenticeship poster and youth pamphlet were distributed to high school guidance counselors and students throughout the province, and a portable display purchased for each of the district offices. A new presentation was developed for Commission staff to use at key venues.

Several initiatives had significant impact on communications activities this past year. These initiatives included:

a) the development, implementation and launch of a unique apprenticeship web site in April 2004;
b) the 60th anniversary of the apprenticeship and trade certification program in Saskatchewan (1944-2004); and
c) the third annual Apprenticeship awards celebration.

Saskatchewan's Apprenticeship and Trade Certification Program Celebrated 60 Years of Industry-Led Training and Certification

April 1, 2004 was the 60th anniversary date of the apprenticeship and trade certification program in Saskatchewan. The Commission took the opportunity throughout the year to promote 60 years of skill development in the trades to all its stakeholder audiences and the public.

"Celebrating Apprenticeship – An Industry-Driven Program" November 7, 2003

The Commission's third annual apprenticeship awards event celebrates *certification in the trades* – journeyperson certification earned through apprenticeship training or through the tradesperson route.

Saskatchewan Apprenticeship and Trade Certification Commission awards were presented for *outstanding achievement in training and certification* (for the apprenticeship year July 1, 2002 to June 30, 2003), and honoured the partnerships that were required to achieve that end.

- 56 outstanding new journeypersons were honoured.
- Kerry Friesen (Electrician) received the George Pellerin Memorial Award, a Commission scholarship of $500.
- Employers and supervising journeypersons were recognized for their mentorship of the award recipients.
- Bricklayer – SIAST Palliser Campus, and the Saskatchewan Tourism Education Council (STEC) Fort Qu'Appelle Aboriginal Apprentice Food and Beverage Server Program received the Outstanding Technical Training Team Award.
- Truck and Transport Mechanic Trade Board received the Outstanding Trade Board Award. The Bricklayer Trade Board received honourable mention.

- Eight industry scholarships were presented: International Union of Painter and Allied Trades, Local 739 (1); Mechanical Contractors Association of Saskatchewan Inc (3); Regina Electrical Contractors Association (1); Saskatchewan Roofing Contractors Association (2) and SED Systems (1).

- Mark Lucien Leo Bonneville, a carpenter apprentice achieved gold medal standing at the Skills Canada competition and received $250 scholarship from the Commission.

- Allan Leepart (Pipeline Equipment Operator – Dozer Operator) received the Commission's 60th Anniversary scholarship of $500.

3. Maintain and enhance partnerships

Saskatchewan's Apprenticeship and Trade Certification Commission enjoys numerous training relationships with various training deliverers, organizations and associations.

Apprenticeship training is delivered by:

- Saskatchewan Institute of Applied Science and Technology (SIAST),
- Western Trade Training Institute (WTTI),
- SaskPower,
- Operating Engineers Training Institute of Saskatchewan (OETIS),
- Saskatchewan Indian Institute of Technologies (SIIT),
- SED Systems, and
- Heat and Frost Insulators and Asbestos Workers Joint Training Committee.

For trades with a small number of apprentices, technical training is provided in other provinces.

Training Protocol Agreements

The Commission has entered into protocol agreements with the Saskatchewan Institute of Applied Science and Technology (SIAST), Western Trades Training Institute (WTTI), SaskPower, and the Operating Engineers Training Institute of Saskatchewan (OETIS).

Partnerships

Long term partnerships have been in place with the Saskatchewan Tourism Education Council (STEC), Saskatchewan Indian Institute of Technologies (SIIT), Saskatchewan Women in Trades and Technology (SaskWITT), and the Northern Apprenticeship Committee (NAC).

Of significance during this reporting period, are the following partnership initiatives:

Northern Labour Market Committee
The Northern Labour Market Committee (NLMC) provides a forum for government agencies, northern communities and industry to discuss economic development opportunities in the north.

- The Commission participates as a resource on the committee, providing information and an opportunity for discussion about apprenticeship and trade certification activities, with special emphasis on the North.

The Commission also participates on three NLMC sub-committees:

a) Northern Apprenticeship Committee (NAC)
Working closely with industry, NAC ensures that employment opportunities in the north are made available to northern apprentices and tradespeople.

- NAC is recognized as a joint training committee, providing an opportunity for workers to register as apprentices.
- One member of the Commission Board of Directors is co-chair of NAC.
- The Commission provides an administrative support person to NAC.

b) Forestry Training Sub-Committee
The Forestry Training Sub-Committee provides support to program initiatives designed to prepare Northerners for employment in the forestry industry.

c) Mineral Sector
The Mineral Sector Sub-Committee provides support to program initiatives designed to prepare Northerners for employment in the mineral sector.

In October, 2003 SATCC signed the Multi-Party Training Plan III Agreement, which commits training institutions, Aboriginal organizations and Northern mining industry to invest in maximizing the training and employment training opportunities in the mining industry for people of Northern Saskatchewan.

Skills Canada Saskatchewan (SCS)
The Commission continues to provide funding and support for increased awareness of the apprenticeship and trade certification program to youth through leadership activities and skill competitions through Skills Canada Saskatchewan.

- The Commission is represented on the SCS Board of Directors.
- The Commission provided $5000 in funding to SCS and a $250 scholarship to an apprentice achieving gold medal standing at the provincial skills competition.

INDENTURES, COMPLETIONS AND CANCELLATIONS BY TRADE
2003-2004

Trade	Number of Apprentices July 1, 2003	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2004
Agricultural Machinery Technician	121	53	16	16	142
Aircraft Maintenance Engineer	32	6	17	14	7
Automotive Service Technician	330	113	26	65	352
Barber Stylist	36	20	12	17	27
Boilermaker	23	11	0	6	28
Bricklayer	47	18	14	3	48
Cabinetmaker	0	4	0	0	4
Carpenter	663	227	75	44	771
- Scaffolder	0	0	0	0	0
Concrete Finisher	1	1	0	0	2
Construction Craft Labourer	0	0	0	0	0
Cook	145	59	41	19	144
Cosmetologist	458	137	92	83	420
Crane and Hoist Operator	9	1	4	2	4
- Boom Truck Operator "A"	7	9	6	1	9
- Boom Truck Operator "B"	7	12	6	0	13
- Conventional Crane Operator	6	2	0	1	7
- Hoist Operator	0	0	0	0	0
- Hydraulic Crane Operator	12	3	1	4	10
- Tower Crane Operator	1	1	0	0	2
Custom Harvester	3	0	0	0	3
Drywall and Acoustical Mechanic	0	1	0	0	1
Electrician	707	248	89	127	739
Electronics Assembler	25	3	4	6	18
Electronics Technician (Consumer Products)	2	0	0	0	2
Floorcovering Installer	0	1	0	0	1
Food and Beverage Person	47	7	1	0	53
Glassworker	8	4	5	0	7
Guest Services Representative	2	0	1	0	1
Heavy Duty Equipment Mechanic	146	58	25	31	148
Horticulture Technician	6	1	2	0	5
Industrial Instrument Mechanic	99	26	8	21	96
Industrial Mechanic (Millwright)	211	71	13	51	218
Insulator	0	24	0	0	24
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	65	0	4	2	59
Locksmith	4	0	0	0	4
Machinist	128	40	3	27	138
Motor Vehicle Body Repairer	91	33	11	18	95
- Motor Vehicle Body Refinisher	3	3	1	0	5
Painter and Decorator	7	2	2	3	4
Partsperson	49	19	12	16	40
Pipeline Equipment Operator					
- Dozer	12	0	0	0	12
- Excavator	13	0	0	0	13

Trade	Number of Apprentices July 1, 2003	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2004
- Grader	2	0	0	0	2
- Sideboom	5	0	0	0	5
Plasterer	0	0	0	0	0
Plumber	436	139	47	54	474
Pork Production Technician	197	7	24	21	159
Power Lineperson	116	21	11	15	111
Refrigeration Mechanic	92	22	13	18	83
Roofer	21	1	4	0	18
Sheet Metal Worker	151	43	26	18	150
Sprinkler Systems Installer	24	7	0	3	28
Steamfitter-Pipefitter	90	12	13	7	82
- Petroleum Installer Technician	2	0	0	0	2
Steel Fabricator	28	6	2	6	26
Tilesetter	3	5	2	0	6
Truck and Transport Mechanic	109	34	12	12	119
Water Well Driller	0	1	0	1	0
Welder	296	108	37	62	305
- Production Line Welder	10	2	0	0	12
Total	**5108**	**1626**	**632**	**794**	**5258**

ATTENDANCE IN APPRENTICESHIP TECHNICAL TRAINING COURSES BY TRADE AND STAGE OF TRAINING 2003-2004

Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2003-04					
	Enrolment Levels				
Trade	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	100	22	20	37	21
Aircraft Maintenance Engineer	6	6	0	0	0
Automotive Service Technician	246	53	51	66	76
Barber Stylist *	N/A	N/A	N/A	N/A	N/A
Boilermaker	30	14	7	9	N/A
Bricklayer	34	13	15	6	N/A
Cabinetmaker	1	1	0	0	0
Carpenter	307	128	62	62	55
- Scaffolder	0	0	0	0	0
Concrete Finisher	0	0	0	N/A	N/A
Cook	85	27	31	27	N/A
Cosmetologist *	N/A	N/A	N/A	N/A	N/A
Crane and Hoist Operator	32	22	10	0	N/A
Custom Harvester	0	0	0	N/A	N/A
Drywall and Acoustical Mechanic	0	0	0	N/A	N/A
Electrician	551	151	174	107	119
Electronics Assembler	15	7	8	N/A	N/A
Electronics Technician (Consumer Products)	0	0	0	0	0
Floorcovering Installer	0	0	0	N/A	N/A
Food and Beverage **	30	30	N/A	N/A	N/A
Glassworker	2	0	2	0	0
Guest Services Representative **	30	30	N/A	N/A	N/A
Heavy Duty Equipment Mechanic	78	10	22	23	23
Horticulture Technician	2	1	0	1	N/A
Industrial Instrument Mechanic	39	11	9	9	10
Industrial Mechanic (Millwright)	187	33	48	48	58
Insulator	12	12	0	0	N/A
Ironworker Reinforcing Rebar	0	0	0	0	N/A
Ironworker Structural	18	0	8	10	N/A
Locksmith	1	1	0	0	0
Machinist	87	10	11	23	43
Motor Vehicle Body Repairer	63	11	7	29	16
- Motor Vehicle Body Refinisher	0	0	0	N/A	N/A
Painter and Decorator	6	2	1	3	N/A
Partsperson	31	5	11	15	N/A
Pipeline Equipment Operator	0	0	0	N/A	N/A
Plasterer	0	0	0	0	N/A
Plumber	296	99	67	48	82
Pork Production Technician	38	0	38	N/A	N/A
Power Lineperson	104	27	31	20	26
Refrigeration Mechanic	69	12	23	11	23

Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2003-04					
	Enrolment Levels				
Trade	**All Levels**	**First**	**Second**	**Third**	**Fourth**
Roofer	6	2	4	0	N/A
Sheet Metal Worker	92	33	23	12	24
Sprinkler Systems Installer	12	4	1	7	N/A
Steamfitter-Pipefitter	48	12	23	13	0
Steel Fabricator	21	0	11	10	N/A
Tilesetter	1	0	1	0	0
Truck and Transport Mechanic	69	10	24	24	11
Water Well Driller	1	0	1	N/A	N/A
Welder	135	35	42	58	N/A
- Production Line Welder	0	0	0	N/A	N/A
TOTAL	**2885**	**834**	**786**	**678**	**587**
* Technical training is completed prior to registration					
** Technical training is in partnership with Saskatchewan Tourism					
N/A - No applicable training for this Trade/Level					
Note: First year Boilermaker figures include entry level training					

JOURNEYPERSON EXAMINATIONS 2003-2004

Journeyperson Examinations 2003-2004			
Trade	**Total Exams Written**	**Total Successful**	**Total Unsuccessful**
Agricultural Machinery Technician	33	23	10
Aircraft Maintenance Engineer Technician*	0		
Automotive Service Technician	113	87	26
Barber Stylist	14	13	1
Boilermaker	10	8	2
Bricklayer	6	4	2
Carpenter	168	69	99
- Scaffolder			
Concrete Finisher	1	1	0
Cook	84	36	48
Cosmetologist	191	145	46
Crane and Hoist Operator			
- Boom Truck Operator "A"	16	14	2
- Boom Truck Operator "B"	30	26	4
- Conventional Crane Operator	2	2	0
- Hoist Operator	0		
- Hydraulic Crane Operator	8	7	1
- Tower Crane Operator	1	1	0
Custom Harvester	0		
Drywall and Acoustical Mechanic	0		
Electrician	202	146	56
Electronics Assembler	7	5	2
Electronics Technician (Consumer Products)	1	0	1
Floorcovering Installer	1	1	0
Food and Beverage Person	0		
Glassworker	1	1	0
Guest Services Representative	0		
Heavy Duty Equipment Mechanic	61	35	26
Horticulture Technician	0		
Industrial Instrument Mechanic	26	20	6
Industrial Mechanic (Millwright)	94	75	19
Insulator	0		
Ironworker Reinforcing Rebar	0		
Ironworker Structural	13	3	10
Locksmith	1	0	1
Machinist	53	43	10
Motor Vehicle Body Repairer	29	22	7
- Motor Vehicle Body Refinisher	2	2	0
Painter and Decorator	18	7	11
Partsperson	32	31	1
Pipeline Equipment Operator			
- Dozer Operator	0		
- Excavator Operator	0		
- Grader Operator	0		

Journeyperson Examinations 2003-2004			
Trade	**Total Exams Written**	**Total Successful**	**Total Unsuccessful**
- Sideboom Operator	1	1	0
Plasterer	0		
Plumber	113	68	45
Pork Production Technician	1	1	0
- Breeder	10	9	1
- Facilities Maintenance	0		
- Farrowing	12	10	2
- Grower-Finisher	10	5	5
- Nursery Management	8	6	2
Power Lineperson	35	25	10
Refrigeration Mechanic	30	20	10
Roofer	2	2	0
Sheet Metal Worker	24	18	6
Sprinkler Systems Installer	4	4	0
Steamfitter-Pipefitter	11	9	2
- Petroleum Installer Technician	4	2	2
Steel Fabricator	23	14	9
Tilesetter	2	1	1
Truck and Transport Mechanic	35	25	10
Water Well Driller	1	1	0
Welder	161	97	64
- Production Line Welder	0		
TOTAL	**1705**	**1145**	**560**

*Examinations are written in Manitoba in conjunction with Department of Transport Canada

APPRENTICES: INDENTURES, COMPLETIONS AND CANCELLATIONS FIVE YEAR OVERVIEW 1999-2000 TO 2003-2004

Year	Number of indentures during year	Number of completions during year	Number of cancellations during year	Number of apprentices at end of year
1999-00	1689	725	865	5367
2000-01	1477	851	687	5306
2001-02	1676	800	983	5205
2002-03	1648	790	955	5108
2003-04	1626	794	682	5258

2003-2004 Financial Results

Management Report
August 29, 2004

The financial statements have been prepared by management in accordance with generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The financial statements have been audited by the Provincial Auditor of Saskatchewan, whose report follows.

R.D. (Bob) Guthrie
Chief Executive Officer

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V7

Phone: (306) 787-6398
Fax: (306) 787-6383
Web site: www.auditor.sk.ca
Internet E-mail: info@auditor.sk.ca

SASKATCHEWAN

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the consolidated statement of financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2004 and the consolidated statements of operations and accumulated surplus, change in net financial assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2004 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Fred Wendel, CMA, CA
Provincial Auditor

Regina, Saskatchewan
July 23, 2004

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at June 30, 2004

	2004	2003
Financial Assets:		
Due From General Revenue Fund (Note 3)	$ 864,979	$ 709,718
Accounts Receivable (Note 6)	46,753	44,388
Inventory for Resale	2,900	4,740
Total Financial Assets	914,632	758,846
Liabilities:		
Accounts Payable	142,700	63,088
Accrued Vacation Leave	105,758	119,604
Unearned Revenue (Note 7)	5,760	40,398
Total Liabilities	254,218	223,090
Net Financial Assets (Note 9)	660,414	535,756
Non-financial Assets (Note 10)		
Tangible Capital Assets	323,008	284,087
Inventory of Promotional Supplies	7,029	19,554
Prepaid Expenses	96,127	58,415
	426,164	362,056
Accumulated Surplus	$ 1,086,578	$ 897,812

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the Year Ended June 30, 2004

	Budget	2004	2003
Revenue:			
Grants – General Revenue Fund	$ 9,741,126	$ 9,785,500	$ 9,612,750
Client Fees	741,563	742,758	693,502
Industry Contributions	15,000	34,445	5,220
Products and Services	38,282	36,742	38,695
Interest	15,975	50,584	13,201
Total Revenue	10,551,946	10,650,029	10,363,368
Expenses:			
Salaries & Personnel	2,427,955	2,380,175	2,226,322
Program Contractual Services	7,147,001	6,956,482	7,146,782
Amortization	93,863	116,254	58,920
Other Contractual Services	130,410	69,087	58,816
Honorariums, Board	172,535	150,269	138,332
Travel	261,164	255,122	246,385
Telephone	60,184	59,869	61,746
Advertising, Promotion and Printing	115,795	101,620	97,276
Space Rental	231,959	239,123	222,011
Equipment Rental	11,424	9,688	15,649
Office Supplies	51,207	59,622	49,573
Postage, Courier, Freight	51,664	57,370	70,044
Products for Resale	3,300	0	1,322
Insurance, computer related	5,115	6,582	23,334
Total Expenses	10,763,576	10,461,263	10,416,512
Annual (Deficit)/Surplus	(211,630)	188,766	(53,144)
Accumulated Surplus, beginning of year		897,812	950,956
Accumulated Surplus, end of year		$ 1,086,578	$ 897,812

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended June 30, 2004

	2004	2003
Annual Surplus (Deficit)	$ 188,766	$ (53,144)
Purchase of Capital Assets	(155,176)	(155,330)
Amortization of Capital Assets	116,255	58,920
	(38,921)	(96,410)
(Acquisition) Use of Prepaid Expenses	(37,712)	47,266
Use (Acquisition) of Inventory of Promotional Supplies	12,525	(19,554)
	(25,187)	27,712
Increase (Decrease) in Net Financial Assets	124,658	(121,842)
Net Financial Assets, beginning of year	535,756	657,598
Net Financial Assets, end of year	$ 660,414	$ 535,756

(See accompanying notes to the financial statements)

Statement 4

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
CONSOLIDATED STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2004

	2004	2003
Cash Flows from Operating Activities:		
Cash Receipts from General Revenue Fund	$ 9,785,500	$ 9,612,750
Cash Receipts from Clients	708,075	693,502
Interest Received	48,264	13,201
Industry Contributions	34,445	5,220
Products and Services	36,742	38,695
Cash Paid to Suppliers and Employees	(3,310,345)	(3,119,260)
Cash Paid to Provide Program Services	(6,992,244)	(7,146,782)
Cash Flows from Operating Activities	310,437	97,326
Cash Flows from Capital Activities:		
Purchase of Capital Assets	(155,176)	(155,330)
Cash Flows from Capital Activities	(155,176)	(155,330)
Increase(Decrease) in Cash	155,261	(58,004)
Due from General Revenue Fund, beginning of year	709,718	767,722
Due from General Revenue Fund, end of year	$ 864,979	$ 709,718

(See accompanying notes to the financial statements)

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2004

1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by The Apprenticeship and Trade Certification Commission Act, 1999 effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements have been prepared using Canadian accounting principles appropriate for the public sector and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts were prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by Saskatchewan Learning to operate the Commission and train apprentices, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Revenue is recorded when received or receivable.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets purchased during the period.

d) Inventories

Inventories of items for resale are valued at the lower of cost and net realizable value, which is determined by the first-in, first-out method. Inventories of promotional supplies are valued at cost.

e) Tangible Capital Assets

Tangible capital assets were transferred to the Commission from Saskatchewan Learning on October 1, 1999. These assets were fully depreciated at that time, carrying no book value.

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital asset purchases on a straight-line basis over their estimated useful lives.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The Commission's share of jointly controlled activities included in these financial statements is as follows:

Inter-provincial Computerized Examination Management System (ICEMS) – 2%

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2003 to June 30, 2004 was 2.51% (2002-2003 – 2.83%)

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as departments, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with the provision of administrative services provided by Saskatchewan Learning and no provision for such costs is reflected in these statements. These costs are borne by Saskatchewan Learning. Also, the Department of Finance paid for the employee benefits of the Commission.

ICEMS

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in these joint ventures is as follows:

	2004	2003
Due from General Revenue Fund	$6,796	$42,669
Accounts Receivable	1,163	1,118
Tangible Capital Assets	185,151	157,891
Accounts Payable	(77)	(342)
Other Contractual Services	12,263	-
Amortization	46,288	-

The Federal Government collects the monies for ICEMS and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in Trust by the Commission to pay for the development of the ICEMS. Since these monies are held in Trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2004, the Commission held in Trust cash for the ICEMS in the amount of $234,403 (2003-$1,613,227). During the year, the Commission received $229,000 for ICEMS and disbursed $1,608,000. ICEMS became operational in 2003-2004.

Saskatchewan Institute of Applied Science and Technology (SIAST) Agreement (Related Party)

The Commission enters into an annual agreement with SIAST for technical training based upon a Training Needs Assessment prepared prior to each fiscal year. In 2004, the contract amount was $5,800,000 (2003 - $5,900,000). Additional classes are contracted as required.

5. Financial Instruments

The Commission's financial instruments include due from the General Revenue Fund, accounts receivable, accounts payable, accrued vacation leave and unearned revenue. The carrying amount of these instruments approximates fair value due to their immediate or short-term maturity. These instruments have no interest or credit risk.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2004	2003
Operating grant receivable	$40,000	$40,000
Joint venture receivable (note 4)	1,163	1,118
Interest receivable	5,590	3,270
Total receivable	$46,753	$44,388

7. Unearned Revenue

Unearned revenue is comprised of tuition fees received from apprentices before June 30, 2004 for training which will occur after June 30, 2004.

8. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street. The annual lease payments agreed to are:

2004-2005 - $142,029
2005-2006 - $142,029
2006-2007 - $142,029
2007-2008 - $71,015

The lease agreement expires December 31, 2007.

9. Net Financial Assets

The net financial assets of the Commission are comprised of restricted and unrestricted amounts.

The restricted amount represents unexpended grants from the General Revenue Fund designated for aboriginal initiatives. Included in Grants – General Revenue Fund is $400,000 (2003 - $400,000) received for aboriginal initiatives. The Net Financial Asset balances are comprised of the following:

	2004	2003
Funds restricted for aboriginal initiatives	$127,674	$171,057
Unrestricted funds	$532,740	$364,699
Total Net Financial Assets	$660,414	$535,756

10. Non-financial Assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Commission. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Commission's objectives.

The chart on the following page provides the tangible capital assets detail.

11. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's financial statement presentation.

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended June 30, 2004

	2004							2003
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Software	Systems Development	Total	Total
Opening costs	$ 43,443	$ 38,153	$ 23,397	$ 157,939	$ 12,177	$ 157,891	$ 433,000	$ 277,670
Additions during the year	0	11,366	0	45,255	2,921	95,634	155,176	155,330
Closing cost	43,443	49,519	23,397	203,194	15,098	253,525	588,176	433,000
Opening accumulated amortization	17,467	6,246	12,262	105,385	7,553	0	148,913	89,993
Annual Amortization	5,153	4,693	3,880	46,791	5,033	50,705	116,255	58,920
Closing accumulated amortization	22,620	10,939	16,142	152,176	12,586	50,705	265,168	148,913
Net Book Value of Tangible Capital Assets	$ 20,823	$ 38,580	$ 7,255	$ 51,018	$ 2,512	$ 202,820	$ 323,008	$ 284,087

Our Plan for 2004-2005

Commission Performance Plan for 2004-2005

On June 29, 2004, the Board of Directors of the Saskatchewan Apprenticeship and Trade Certification Commission adopted the 2004-2005 Business Plan and Budget. The annual business plan describes the Commission's operational activities for the year ahead, identifies key issues, strategic directions and the risks to the Commission's operations posed by factors beyond the Commission's direct control. It is based upon the long-term strategic plan that sets out the organization's goals and objectives, and is aligned with the emerging Saskatchewan Learning Sector Plan as it relates to the apprenticeship training and certification program.

Strategic Directions

The following table sets out several key issues facing the Commission and identifies strategic directions that will be pursued.

Key Issue	***Strategic Direction***
Re-investment in Workplace Training	Focus on field services and program development; promote industry human resource planning.
Provincial Government Support	Maintain and enhance apprenticeship program and operations services within the resources provided by the province; work to improve provincial government support for investment in work-based training and certification; promote apprenticeship as the low cost/high value option.
Dual Accountability	Improve accountability to industry and government; meet industry's needs for current programs and on-the-job training support while responding government priorities as articulated in the Learning sector plan.
Labour Force/Demographic Shifts	Provide leadership to industry on the value of a diverse workforce; maintain progress towards a representative workforce in the apprenticeship sector; continue the emphasis on Aboriginal apprenticeship initiatives.
Changing Work, Innovation And Responsiveness	Provide training and certification services that reflect the changing scope and nature of activities in the workplace; balance flexibility with the capability to deliver high quality training and other services; improve ability to deliver decentralized training through technology, innovation and responsiveness.

Key Result Areas for 2004-2005

The following table is a summary of the results expected from the 2004-2005 key initiatives and programming:

Key Results Areas	2004-2005
Total Registered Apprentices	5250
New Apprentices Registered	1550
Apprentices in Technical Training	2900
Upgraders/Updaters in Training	600
Allowance Claims Processed	2900
Employer /Workplace Visits	2800
Work Experience Assessments	10 800
Learning Disabled Assessments	60
Written Examinations (all types)	1900
Practical Examinations	450
Journeyperson/Proficiency Certificates Issued	1100
Industry Board/Committee Meetings	140
Trade Shows/Career Fairs	90
Revenue Generation	$1,261,600

Budget Overview for 2004-2005

The Commission is projecting a surplus for 2004-2005 in the amount of $135,700 before amortization. In 2004-2005, the Commission will implement an increase in its fees, as set out in its five-year Revenue Generation Plan. The Revenue Generation Plan remains in effect and the Commission will meet or exceed its goal of generating 10% of its revenue within the five-year plan.

Wage-related and training costs in the 2004-2005 budget were developed based on the provincial bargaining mandate for public service employees. The Provincial bargaining mandate affects both employees of the Commission and SIAST, the major deliverer of apprenticeship technical training.

The settlement of the collective agreement at SIAST provided for substantial, unexpected pay equity wage increases, impacting disproportionately on the industrial division employees who deliver most of the apprenticeship technical training. These costs have been passed on to the Commission in SIAST training rates for 2004-2005. As a result, the Commission reduced the number of courses to be purchased from SIAST and expects a shortfall in technical training funding in 2004-2005.

The Commission may be in a position to make up part of the shortfall in technical training funding due to better than expected financial results for the year ended June 30, 2004. The Commission had projected a deficit on the year's operation, but was able to achieve a modest surplus through reductions in expenditures and increased revenue. The allocation of additional funding to apprenticeship technical training will require revision to the budget which must be approved by the Board.

Risks

The Level of Provincial Funding:
(i) The level of provincial funding to apprenticeship is a risk based on the province's financial position and the priority given to apprenticeship training and certification.
To the extent that the Commission's new revenue generating potential is seen by the government as an opportunity to reduce provincial funding to apprenticeship, particularly in comparison to the other institutions in the learning sector, apprenticeship programs and services are put at risk.

(ii) Public sector collective agreement settlement costs are another aspect of risk to the Commission. Employees of the Commission, with the exception of the CEO, are members of the public service of Saskatchewan. Most technical training is delivered by public sector employees at SIAST. The Provincial Government sets wages for public sector employees. There is a risk that the provincial funding will not *fully* provide for the cost of any wage increase for government employees and SIAST staff.

(iii) Several industry groups are seeking apprenticeship trade designation in order to take advantage of the work-based training and certification program that the Commission offers. Apprenticeship is a low cost, high value post-secondary training system with a proven record of meeting industry needs. As more trades opt into apprenticeship, there is a risk that the provincial funding will not grow proportionately.

(iv) The transition to administrative independence has had a significant impact on the Commission's budget. There is a risk to the Commission that, as responsibility for the remaining administrative services is devolved to the Commission, the province will not provide the financial resources necessary to pay for these services.

Increased Fees Leading to Higher Customer Service Expectations and Reduced Participation in Apprenticeship Training and Certification:

The introduction of higher fees for some apprenticeship training and certification services may reduce the attractiveness of apprenticeship training and certification. It also increases clients service expectations. Clients who pay for services, even if the payment represents only a small proportion of the cost of the service, will expect better or faster service.

Decline in the Industry Training Culture:

There is continuous pressure to increase the length of the technical training and move more skills development from the field, workshop or plant to the technical training school. The majority of training and skills development in apprenticeship trades has occurred and continues to occur on-the-job. Trades skills, and the certification upon which the journeyperson status is based, depend on the development and maintenance of current industry standards (for occupations, curricula and examinations), and they depend on good on-the-job training and experience. There is a risk that the importance of the on-the-job training will not be recognized and that the industry training culture will erode further.

Changing Labour Force and Population Demographics:

The apprenticeship workforce is not entirely representative of the Saskatchewan labour force or population. Current estimates place apprenticeship participation for aboriginal persons and women at 13% and 12%, respectively. Representative participation rates would be 14% and 45% respectively. The key to improving these rates will be employer hiring practices and partnerships, as well as innovative training delivery and supports. Apprenticeship employers, most of whom are in the small business sector, must be persuaded of the business case for a representative workforce. Industry requires leadership in this area so that the retiring skilled workers can be replaced and employment growth demands can be met with new labour force entrants from a changing provincial population.

Conclusion

The performance plan summarizes how the Commission proposes to meet the expectations of industry and government in 2004-05. It will deploy its human, financial and capital resources in support of its vision, mandate and goals. The plan also sets out basic measures by which the Commission's performance may be judged.

Industry Sectors and Designated Trades in Saskatchewan

Agriculture, Tourism and Service
Barber Stylist
Cook
Cosmetologist
Custom Harvester
Electronics Technician (Consumer Products)
Food and Beverage Person
Guest Services Representative
Horticulture Technician
Locksmith
Pork Production Technician
- Breeder
- Farrowing
- Grower-Finisher
- Nursery Management
- Facilities Maintenance

Construction
Boilermaker
Bricklayer
Cabinetmaker
Carpenter
- ➢ Scaffolder

Concrete Finisher
Construction Craft Labourer
Crane and Hoist Operator
- ➢ Boom Truck Operator "A"
- ➢ Boom Truck Operator "B"
- ➢ Conventional Crane Operator
- ➢ Hoist Operator
- ➢ Hydraulic Crane Operator
- ➢ Tower Crane Operator

Drywall and Acoustical Mechanic
Electrician*
Floorcovering Installer
Glassworker
Industrial Mechanic (Millwright)*
Insulator
Ironworker Reinforcing Rebar
Ironworker Structural
Painter and Decorator
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber
Power Lineperson
Refrigeration Mechanic*
Roofer
Sheet Metal Worker
Sprinkler Systems Installer
Steamfitter-Pipefitter
- ➢ Petroleum Installer Technician

Tilesetter
Water Well Driller

Production and Maintenance
Electrician*
Electronics Assembler
Industrial Instrument Mechanic
Industrial Mechanic (Millwright)*
Machinist
Refrigeration Mechanic*
Steel Fabricator
Welder
- ➢ Production Line Welder

Motive Repair
Agricultural Machinery Technician
Aircraft Maintenance Engineer Technician
Automotive Service Technician
Heavy Duty Equipment Technician
Motor Vehicle Body Repairer
- ➢ Motor Vehicle Body Refinisher

Partsperson
Truck and Transport Mechanic

- ➢ Represents a sub-trade or endorsement
- • Represents a journeyperson certificate in the trade specialty
- * The designated trade is part of more than one industry sector.

Glossary

Act and Regulations

The Apprenticeship and Trade Certification Act 1999 and regulations are the authority under which the program operates.

Apprentice

An individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and the Apprenticeship and Trade Certification Commission. **Note: Apprentices are not students. They are employees in a trade in which they are acquiring skills.**

Apprenticeship Training

A system of training that has two main components: on-the-job training and technical training. The apprentice, the employer or joint training committee, and the director of apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through **on-the-job training** which is supervised by a certified journeyperson, combined with **technical** in-school **training**. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Compulsory Apprenticeship

An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

Designated Trade

An occupation designated under *The Apprenticeship and Trade Certification Act*. Designation of an occupation means that legislated rules apply; and that standards, technical training and certification examinations are established.

Indenture

The act of signing an apprenticeship contract with an employer or joint training committee and the director of apprenticeship.

Interprovincial Standards "Red Seal" Program

A national certification program that assists workers seeking employment in any province/territory in Canada.

Joint Training Committee

A committee of employer and employee representatives in a trade. Joint training committees are established in industries where job changes are frequent; for example, the construction industry. Eligible apprentices can indenture directly to the joint training committee rather than to an employer.

Journeyperson

An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Apprenticeship and Trade Certification Commission.

Pre-Employment Training

Full time training programs designed for individuals who have no job or skills in a trade, but who would like to take training to improve their chances of finding a job. Advanced standing in apprenticeship training may be granted if the individual registers as an apprentice at a later date. This training usually follows school graduation and in most instances, is offered by the Saskatchewan Institute of Applied Science and Technology (SIAST).

Pre-Trades Training

Short training programs designed to respond to immediate labour needs of local industry. The courses are usually less than 20 weeks in length and are offered through regional colleges. Advanced standing in apprenticeship training may be granted if the individual indentures as an apprentice at a later date.

Proficiency Certificate

This certificate is issued to reflect an individual's ability in a significant area of their trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) (The Commission)

SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Subtrade

A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson

An individual who is working at one of the designated trades, but is not an apprentice or a journeyperson.

Updating

Training designed to enhance the skills of an individual who already holds journeyperson status.

Upgrading

Training designed to assist a tradesperson in preparing for journeyperson certification.

Voluntary Apprenticeship

Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience

The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton St
***Regina** SK S4P 3V7*

Tel:	(306) 787-2444	Fax:	(306) 787-5105
Toll Free:	1-877-363-0536		
e-mail:	Apprenticeship@sasked.gov.sk.ca		

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
255 Spruce Drive
Estevan SK S4A 2V6

T: (306) 637-4930
F: (306) 634-8060

Apprenticeship and Trade Certification Commission
Northern Division
Box 5000
La Ronge SK S0J 1L0

T: (306) 425-4385
F: (306) 425-4383
Toll Free: 1-800-667-4380

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
110 Ominica St W
Moose Jaw SK S6H 6V2

T: (306) 694-3735
F: (306) 694-3815

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 St
North Battleford SK S9A 1E9

T: (306) 446-7409
F: (306) 446-7586

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
Bay 17, 243 South Industrial Dr
Prince Albert SK S6V 6G1

T: (306) 953-3256
F: (306) 953-2628

Apprenticeship and Trade Certification Commission
Regina Regional Office
2140 Hamilton St
Regina SK S4P 3V7

T: (306) 787-2444
F: (306) 787-5105

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
10th Flr 122-3rd Ave N
Saskatoon SK S7L 4J7

T: (306) 933-8476
F: (306) 933-7663

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
350 Cheadle St W
Swift Current SK S9H 4G3

T: (306) 778-8945
F: (306) 778-8583

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
72 Smith St E
Yorkton SK S3N 2Y4

T: (306) 786-1394
F: (306) 782-1612

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION

FISCAL YEAR ENDING JUNE 30, 2004

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2003-2004

Salaries:

Management

Listed below are Senior Management staff (out of scope) salaries, totaling $50,000 or more, recorded in the fiscal year.

Guthrie, Bob	Chief Executive Officer	$114,168.00
Muir, Douglas	Director of Apprenticeship	86,232.00
Wong, Lillie	Director, Corporate Services	80,580.00
	Total Out of Scope	**$280,980.00**

Listed below are the In-Scope Employees' salaries, totaling $50,000 or more, recorded in the fiscal year.

Permanent

Botkin, H June	$50,286.67
Butler, Dennis	53,699.76
Chuka, Sharon	53,748.09
D'Amour, Brett	53,699.76
Douglas, Alvin	78,195.78
Empey, Jack	68,144.17
Ewen, Richard	81,798.39
Heisler, Glenn	53,699.76
Johns, Robert	59,070.33
LaPlante,Loreena	53,083.81
Millard-Smith, Lori	53,051.56
Myhill, Clyde	53,699.76
Pentelichuk,Susan	70,002.90
Pusch, Sylvia	64,757.34
Sluchinski, Robert	53,699.76
Stubbs,Chris	52,613.69
Wall, Krista	50,987.67
Zabolotney,Rennie	53,699.76

Term

Bear, Lyle	52,416.20
Total In-Scope	**$1,110,355.16**

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2003-2004

Suppliers:

Listed are payees who received $50,000 or more for the provision of goods and services including technical training, lease of space, computer system and other service contracts.

Carpenters Apprenticeship & Training Trust Fund	$57,743.70
ICR Denro Property Mgmt Ltd	142,029.00
Metsi Employment & Training	69,999.93
Saskatchewan Indian Institute of Technologies	287,974.70
Saskatchewan Institute of Applied Science & Technology	6,027,936.40
Saskatchewan Property Mgmt Corp	146,750.00
SaskPower Corporation	101,482.16
SaskTel - CMR	64,932.30
Western Trade Training Institute	163,880.54
Total	**$7,062,728.73**